



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
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Click here to view CP&P Form [16-73](#).

### WHEN TO USE IT

This form accompanies the Non-WFNJ TANF Application, CP&P Form [16-72](#), to request assistance of the State Parent Locator Service in locating the missing parent of a child who is receiving CP&P paid placement services. It serves as a data input form for coding, keypunching, and transmittal to state and federal agencies which provide information to the Parent Locator Service.

### HOW TO USE IT

From: Enter the name of the Worker.

Code: Enter the three digit cost code number of the Local Office.

Absent Parent No.: Enter NJS case identifying number of the child whose parent is being located.

Check the appropriate box to indicate whether the form is submitted as an original inquiry, to provide additional information or to recheck information previously received from the Parent Locator Service.

Enter the parent's name and any information known. Use the back of the form for additional information.

Note: The Parent Locator Service cannot initiate a search unless at least one of the following is identified:

- Birth-date;
- Social Security number;
- Last known address;

- Last known employer;
- Check the last box to indicate "NPA Locate Only".
- By: Enter signature of person submitting the form.
- Title: Enter title of person submitting the form.
- Date: Enter date the form is completed.

#### **DISTRIBUTION**

Original        -        State Parent Locator Service (address on form)

Copy           -        Child's case record